

**PERMIT APPLICATION
TENTS AND TEMPORARY STRUCTURES**

DATE: _____

LOCATION OF TENT: _____

TENT SQ. FT.: _____ DATE OF INSTALLATION: _____

CONTACT PERSON: _____ PHONE: _____

COMPANY INSTALLING TENT: _____

PHONE NUMBER: _____

EVENT: _____

DATES OF OPERATION: _____

CONTACT NAME: _____ PHONE: _____

APPLICANTS SIGNATURE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

An application fee of \$145.00 per tent is due at the time of application. Please make checks payable to: "SALT LAKE CITY CORPORATION". Application should be submitted no later than (30) days prior to the erection of the tent.

REQUESTED INSPECTION DATE & TIME: _____

[Back](#) **Tents and Temporary Structure Permit Requirements**[Print page](#)

All tents and temporary structures shall comply with all provisions of Chapter 24 of the International Fire Code in addition to these following requirements. A temporary use application must first be completed and approved by the Planning and Zoning Division, 451 South State Street, prior to submission to the Fire Department.

DEFINITIONS

The following words and terms shall be for the purposes of identifying the different types of tents and temporary structures.

AIR-SUPPORTED STRUCTURE - A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area.

CANOPY - A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

MEMBRANE STRUCTURE - An air-inflated, air-supported, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy. (also see Chapter 31 of the International Building Code.)

TENT - A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. Any structure that has more than one wall is considered a tent.

[Click here for temporary application.](#)

1. Scope: Tents and temporary structures having an area over 200 square feet, canopies in excess of 400 square feet and manufactured buildings of any size. Multiple tents and temporary structures under 200 square feet individually but over 200 square feet combined (multiple smaller tents connected together), and multiple canopies under 400 square feet individually but over 400 square feet when combined fall under the requirements of this document.
2. Permit: A permit issued by the Fire Marshal will be required for each tent and temporary structure. A temporary use permit must be obtained from the permit counter at the Division of Building Services, 451 South State Street Rm. 215. Conditions of permits are covered in the International Fire Code 105.2.1, 105.3.5, 105.5. The permit application should contain the following:
 - A. A complete site plan, including the location of fire apparatus access roads, hydrants, property lines, and the location of nearby structures.
 - B. Structural calculations will also be required by the Fire Marshall. This will include the wind load information and snow load information when applicable.
 - C. Specifications on the tent or structure, including certification of flame proofing.
 - D. Engineering calculations for seismic zone D or D2 see IBC section

1614 for steel or metal frame structures.

- E. A plan for the interior of the tent, including seating arrangements and the location and type of heating or cooking equipment.
- F. Some tents or structures may require the submission of a full set of architectural plans.
- G. The time period for which the tent or structure is intended to be in place.
- H. Detailed drawings of connections.

Once this has been approved and signed by the Zoning and Planning Division this packet of information needs to be taken to the Salt Lake City Fire Prevention Bureau, 305 East 200 South. Information will be reviewed for compliance to the Fire Code. A temporary permit will be issued. A physical inspection of location and structure will be required prior to final approval. Fire inspections will not be conducted after 3:00 p.m. Friday.

An application fee of (see fee schedule) for the first tent or structure and (see fee schedule) for each additional tent or structure is due at the time the application is submitted along with a fee of \$200.00 for the temporary use permit. All Checks should be made payable to Salt Lake City Corporation. Applications should be submitted no later than thirty (30) days prior to the erection of the tent. Applications made less than three (3) working days prior to erection of the tent or temporary structure will be subject to double the application fee or denial of request. A misdemeanor citation shall be issued for failure to obtain a temporary structure permit.

- 3. Use period: Salt Lake City ordinances permit tents to remain in place for one hundred eighty (180) days unless covered by the "Large Scale Special Events" Salt Lake City ordinance 4.3.52.0.5.0
- 4. Access:
 - A. Fire and other emergency vehicles must be able to reach a point no greater than 150 feet from any portion of the exterior wall of any structure.
 - B. Emergency access roads must have an unobstructed width of 20 feet and unobstructed vertical clearance of 13 feet 6 inches.
 - C. Access roads are required to be surfaced so as to provide all weather driving capabilities and support fire apparatus.
 - D. Turning radius minimums will be determined by each venue's local jurisdiction due to varying equipment.
 - E. Dead ends greater than 150 feet require fire department approval and verification of acceptable turning provisions.
- 5. Cooking Tents: Tents used for cooking shall not be located within 20 feet of other buildings, temporary structures, other tents, parked vehicles, internal combustion engines or where people are seated.
- 6. Tents Less Than 15,000 sq. ft.: Tents not used for cooking and not having an aggregate floor area greater than 15,000 square feet do not require separation.
- 7. Multiple Temporary Manufactured Structures: Multiple temporary

manufactured structures can be added together provided they don't exceed the height and area permitted by the IBC Chapter 24.

8. Separation for Temporary Structures 2 Stories or 8,000 Square Feet: Once a group of temporary structures exceeds 2 stories or 8,000 square feet separation as called for in the table below will be required.

Temporary Structure Wall Length Measured in feet (ft)	Minimum Separation Distance in feet (ft)	
	Non-fire sprinklered	Fire Sprinklers
20	25-feet	6.25-feet
30	30-feet	7.50-feet
40	40-feet	10.00-feet
50	45-feet	11.25-feet
60	50-feet	12.50-feet
more than 60	60-feet	15.00-feet

9. Structural Stability: Documentation of structural stability shall be furnished from a licensed engineer for all temporary membrane and tent structures.

10. Flame Retardant Treatments:

- A. The sidewalls, drops and tops of temporary structures and tents including floor coverings, bunting and combustible decorative materials must be composed of flame resistant material or treated with a flame retardant listed by a nationally recognized independent testing laboratory.
- B. Temporary membrane structures and tents shall have a permanently affixed label bearing the following information:
 - a. Identification of fabric or material type.
 - b. For flame resistant materials adequate information to determine compliance with IFC Chapter 24 section 2404.2-2404.4.
 - c. For flame retardant treated materials the date that the temporary membrane structure and tent was last treated with an approved flame retardant.
 - d. The trade name for the flame resistant product used in for the treatment.
 - e. The name of the person and firm that applied the flame retardant.

11. Portable Fire Extinguishers: A 2A:10B:C portable fire extinguishers is required in all temporary structures. Additional to be determined.

12. Occupant Load:

- A. Occupant load for each structure will be calculated using IFC Chapter 10.
- B. An increase over the load not exceeding 10 percent may be possible if additional exits are provided.
- C. To determine additional exit widths, a factor of .2 inches per

person will be multiplied by the occupant load to determine exit width.

13. Seating Arrangements:

- A. All seating arrangements must comply with the provisions of IFC Chapter 10 – Places of Assembly and the IBC Chapter 10.
- B. Seating arrangements are one of the most common areas of plan rejection, review plan early in the design process.

14. Means of Egress:

- A. Distribution of exits should be equally spaced around the perimeter.
- B. No point inside the structure will be more than 100 feet from an exit.
- C. Every tent and membrane structure will have a minimum of one exit.
- D. Additional exits will be determined using table 2410.2.
- E. Tent exits will remain open unless covered by a flame resistant curtain. The curtain must be on a free sliding metal support a minimum of 8 feet above the floor and when open not obstruct any portion of the exit. The curtain must be of a contrasting color.
- F. Minimum Number of Means of Egress and Egress Widths - IFC Table 2410.2

Tents

Occupant Load	Number of Exits	Width of each Exit
10 to 199	2	72-inches
200 to 499	3	72-inches
500 to 999	4	96-inches
1,000 to 1,999	5	120-inches
2,000 to 2,999	6	120-inches
over 3,000	7	120-inches

Membrane Structures

Occupant Load	Number of Exits	Width of each Exit
10 to 199	2	36-inches
200 to 499	3	72-inches
500 to 999	4	72-inches
1,000 to 1,999	5	96-inches
2,000 to 2,999	6	96-inches
over 3,000	7	96-inches

- G. Exit doors will swing in the direction of egress. Aisles will be provided and lead to an exit. They will be a minimum of 36 inches in office areas with loading on one side and 44 inches with loading on both sides.

15. Maintenance of Means of Egress: All exits and exit access will be clear and free of any obstructions at all times.
16. Means of Egress Illumination:
 - A. All means of egress components must be illuminated with a minimum of one foot candle at floor level when the tent or temporary structure is occupied.
 - B. Power must be from two separate circuits when the occupant load is under 300 and from two separate power supplies when the occupant load exceeds 300.
17. Exit Signs:
 - A. Exit signs are required when there is an occupant load of 50 or more people inside the tent or temporary structure.
 - B. Signs may be self luminous or supplied from a power source. The power source requirements are the same as for Means of Egress Illumination.
18. Sources of Ignition:
 - A. Smoking is prohibited in or around a temporary structure or tent.
 - B. Tents and membrane structures may not be placed within the fallout zone of fireworks or other pyrotechnical displays.
 - C. All other open flames and devices capable of igniting combustibles may not be used without obtaining a hot works permit from the local jurisdiction.
19. Cooking and Heating:
 - A. Cooking and heating is permitted inside tents provided the equipment in accordance with the IMC.
 - B. LP-Gas tanks and equipment must also meet the requirements of IFC Chapter 24 section 2404.16.
 - C. All equipment must be vented to the outside and have a 12-inch clear space around vent or flue in all tents or temporary membrane structures.
 - D. Cooking equipment must be a minimum of 10 feet away from exits or combustible materials.
 - E. Cooking tents must be separated from temporary membrane structures and other tents by 20 feet.
 - F. Outdoor cooking that produces sparks or grease laden vapors must be separated a minimum of 20 feet from other tents, temporary membrane structures or canopy's.
 - G. LP-Gas containers must be stored outside the enclosure and safety release valves pointed away from the structure.
 - H. Electrical heating and cooking equipment must be installed according to the NEC and IFC Chapter 24 section 2404.15.7.
20. Flammable and Combustible Liquids:
 - A. Flammable liquid fueled equipment shall not be used in temporary structures or tents.

- B. Storage of flammable or combustible liquids must be a minimum of 50 feet from a portion of a tent or temporary structure. Flammable and combustible storage must also comply with 2000 IFC Chapter 24 section 2404.17 and Chapter 34.
 - C. Refueling operations must take place a minimum of 20 feet from tents and temporary membrane structures.
21. Generators: Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by 20 feet and protected from contact with people.
22. Standby Personnel: Standby personnel may be required when, due to the nature of the event or number of persons, there is an increased level of fire potential or decrease in normal levels of life safety or fire department response.
23. Housekeeping:
- A. Vegetation or other combustible materials may not be stored inside or within 30-ft of a temporary structure or tent.
 - B. All waste materials must be stored in approved containers until removed.
 - C. No combustible waste may be stored on the floor or within 30 feet of the structure.
24. Smoke Detectors:
- A. Smoke detectors or a fire alarm system are required.

[← Back](#)